



# Office of the City Clerk

Weekly Report – for Week Ending February 5, 2016

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

**Elections:** Staff attended an outreach event at the Sonia Sotomayor High School and gave a presentation to approximately 300 students. They registered 25 of them to vote.

**In-House Elections:** Clerk staff certified the election for the Personnel Directors Unit. The Los Angeles Professional Managers Association won with 54% of the votes.

**2016 Neighborhood Council (NC) Elections:** As of February 2, 2016, 388 applications have been received in the candidate filing portal. Twenty-six candidates have withdrawn and 42 need to upload documentation so staff can begin the review process.

Region 1 was granted a three-day extension for their Candidate Filing, Document Submission, and Candidate Photo/Statement Modification deadlines. Consequently, staff updated all operational staff, informational timelines, and the portal, and notified all Region 1 certified and pending candidates who have incomplete applications.

The following table reflects the number of certified and pending candidate applications to date.

Region	Number of Candidates Pending	Number of Candidates Certified
1	23	86
2	9	29
3	9	43
4	10	45
5	14	35
6	4	10
7	0	3
<b>Totals:</b>	<b>69</b>	<b>251</b>

## Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	7/5
Number of Notices/Publications	28
Number of Contracts Attested	63
Number of Council Files Created	81
Number of Claims Received	171
Number of Referrals	53
Number of Council Meetings	3
Number of Committee Meetings	10

**Neighborhood and Business Improvement Districts:** On February 2, 2016, staff conducted a Brown Act training session for Board members of the newly established Central Avenue BID.

Analysts have received 33 of 34 Annual Planning Reports that are due for 2016. Eighteen Reports have been adopted by Council; 13 have been submitted for scheduling at Committee and Council; and two Reports are under review by the CAO.

## TOP ITEMS

- **2016 Neighborhood Council Election preparations continue.**



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**Records Management:** Departmental Records Coordinator training sessions have been scheduled for late February.

**Fiscal** – The City Clerk and staff met with the CAO analyst to discuss the proposed move of DONE’s administrative function to the City Clerk. The Mayor’s office is supportive of providing additional staffing to the City Clerk so that this functional transfer occurs with no negative impact to the neighborhood council system. To that end, the City Clerk strongly recommends a minimum six-month DONE-City Clerk transition plan to ensure no gaps in service. A meeting to discuss this plan with both departments needs to take place shortly.

Fiscal staff will meet with DONE on Friday to discuss the issue of Union Bank ending its services to neighborhood councils in March. An RFP needs to be processed immediately to select a new bank and options need to be explored in the event that no other bank is interested in providing financial services to the NC system.

**Personnel:** Staff is working with the Ethics Commission and various Council offices to ensure full compliance with the mandatory annual ethics training.

Personnel staff is also in discussions with the Mayor and Council offices on fingerprinting results and the potential impact in the employees' employment. If affected employees do not comply, they will need to be terminated inasmuch as prompt fingerprinting is a condition of their employment.

Personnel is also preparing a 12-month sick leave report of all City Clerk staff. Thereafter, these reports will be distributed quarterly. City Clerk supervisors will be required to counsel – and document using prescribed forms -- all employees that are in violation of the Office’s sick leave policy.

## ISSUES

None to report.

## UPCOMING. . .

The City Health Commission is scheduled to meet on Monday, February 8.